

Memorandum



Date: September 13, 2006

To: All Department Directors
And FAMIS Liaison Personnel

From: Blanca Padron, Controller
Finance Department

Subject: Year-End Closing Package September 30, 2006

Attached is your **2006 Year-End Closing Package**, which explains the procedures that need to be followed and the forms that need to be completed. Please adhere to instructions printed on each form. You can access the 2006 Year-End Closing Package at http://intra.co.miami-dade.fl.us/finance_forms/home.htm.

Please note there are new forms required for fiscal year 2006-2007, the following summarizes the forms that will need to be returned to Finance with the corresponding dates:

Forms	Submission Date
Accounts Payable Liaison	September 25, 2006
FAMIS Liaison	September 25, 2006
FEMA Liaison	September 25, 2006
Accounts Payable Authorized Signatures	September 25, 2006
Petty Cash Authorization Form	September 25, 2006
Travel Authorized Signatures	September 25, 2006
Trust Fund Signature Update	September 25, 2006
Wire Transfers Authorization Form	September 25, 2006

Thank you for your cooperation.

BP:MM:md
Attachments